

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Business Center  
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Denver, Colorado 80225-0047

In Reply Refer To:  
1525 (BC-653)P

October 8, 2002

EMS TRANSMISSION  
Information Bulletin No. BC-2003-010

To: All Field Officials  
Attn: Fleet Management Personnel

From: Director, National Business Center

Subject: Automated Fleet Management System (AFMS) Monthly Utilization Window Dates  
for Fiscal Year 2003

Utilization data can be entered into the AFMS only during a designated period each month. This period is called the "window" and will be the last four working days prior to the 20th of each month.

The reporting window for October, 2002, will be several days later than usual. The dates listed below are the reporting windows for fiscal year 2003.

<u>Month</u>	<u>Year</u>	<u>Open Window Dates For Utilization</u>	
October	2002	<b>21</b> (Monday)	<b>22</b> (Tuesday)
		<b>23</b> (Wednesday)	<b>24</b> (Thursday)
November	2002	<b>14</b> (Thursday)	<b>15</b> (Friday)
		<b>18</b> (Monday)	<b>19</b> (Tuesday)
December	2002	<b>16</b> (Monday)	<b>17</b> (Tuesday)
		<b>18</b> (Wednesday)	<b>19</b> (Thursday)
January	2003	<b>14</b> (Tuesday)	<b>15</b> (Wednesday)
		<b>16</b> (Thursday)	<b>17</b> (Friday)

<b><u>Month</u></b>	<b><u>Year</u></b>	<b><u>Open Window Dates For Utilization</u></b>	
February	2003	<b>13</b> (Thursday) <b>18</b> (Tuesday)	<b>14</b> (Friday) <b>19</b> (Wednesday)
March	2003	<b>14</b> (Friday) <b>18</b> (Tuesday)	<b>17</b> (Monday) <b>19</b> (Wednesday)
April	2003	<b>15</b> (Tuesday) <b>17</b> (Thursday)	<b>16</b> (Wednesday) <b>18</b> (Friday)
May	2003	<b>14</b> (Wednesday) <b>16</b> (Friday)	<b>15</b> (Thursday) <b>19</b> (Monday)
June	2003	<b>16</b> (Monday) <b>18</b> (Wednesday)	<b>17</b> (Tuesday) <b>19</b> (Thursday)
July	2003	<b>15</b> (Tuesday) <b>17</b> (Thursday)	<b>16</b> (Wednesday) <b>18</b> (Friday)
August	2003	<b>14</b> (Thursday) <b>18</b> (Monday)	<b>15</b> (Friday) <b>19</b> (Tuesday)
September	2003	<b>16</b> (Tuesday) <b>18</b> (Thursday)	<b>17</b> (Wednesday) <b>19</b> (Friday)

To minimize any access problems, we recommend that you input as many of your vehicles as possible on day one or two in the window. This way, you will have the bulk of your vehicles reported if access problems arise.

If you have any questions or problems during the window period, please call Judy Reck at 303-236-9464. If you experience system-related problems please, contact Jim Crews at 303-236-4676.

Signed by:  
Dennis Sykes  
Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
Staff Assistant

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